



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

**Associate Governmental Program Analyst or
Staff Services Analyst
\$4,400 - \$5,348 (AGPA) or \$2817 - \$4446 (SSA)
HUMAN RESOURCES MANAGEMENT DIVISION
TECHNICAL RESOURCES UNIT
SACRAMENTO**

RESPONSIBILITIES:

Under the direction of the Personnel Transactions Manager, serves as the Technical Resources Analyst performing varied and complex technical and personnel related work. Provides technical expertise, training, guidance, assistance and support to employees, supervisors, and managers regarding administrative personnel matters. Acts as web analyst and project leader on Human Resources Management Division's (HRMD) internet/intranet websites. Works independently as a web specialist interacting with the Information Technology Division's (ITD) web services, users, and application developers. Performs problem analysis and provides effective solutions. Participates in gathering, cleansing, validation, role mapping, and testing of departmental data in readiness for the deployment of MyCalPAYS.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience in MyCalPAYS;
- Proficiency in website/intranet design, development, and maintenance;
- Strong written communication skills with the ability to analyze data
- Experience in writing procedures, policies, and manuals
- Ability to work independently under general direction;
- Ability to handle multiple priorities effectively;
- Ability to communicate effectively and make presentations before groups;
- Ability to develop effective working relationships with all levels of staff;

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Governmental Program Analyst or Staff Services Analyst level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Tina Brown, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814 – Human Resources. **Please indicate "Associate Governmental Program Analyst #413-191-5393-002 or Staff Services Analyst #413-191-5157-XXX" on the State application.** For additional information, please call (916) 492-3351.

FINAL FILING DATE: October 1, 2012 – Close of Business (5:00)

NOTE: Interested individuals must submit an application in order to be considered for this position.

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DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
